



COUNTY OF LOS ANGELES

CHIEF INFORMATION OFFICE

500 West Temple Street
493 Kenneth Hahn Hall of Administration
Los Angeles, CA 90012

JON W. FULLINWIDER
CHIEF INFORMATION OFFICER

Telephone: (213) 974-2008
Facsimile: (213) 633-4733

June 12, 2006

To: Supervisor Michael D. Antonovich, Mayor
Supervisor Zev Yaroslavsky, Chair Pro Tem
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Don Knabe

From: Jon W. Fullinwider
Chief Information Officer

Subject: **NOTIFICATION OF INTENT TO ISSUE COMPETITIVE SOLICITATION
FOR ENTERPRISE CONTENT MANAGEMENT SOLUTIONS**

This letter is to provide advance notification to your Board that my office will be forming a countywide task force, and working with the Internal Services Department as well as County Counsel, to issue a competitive solicitation for Enterprise Content Management solutions in the coming months, leading to the possible award of multiple vendors for information technology products and services. Upon completion of contract and pricing negotiations, the agreement(s) will be submitted to your Board for approval.

BACKGROUND

Enterprise Content Management (ECM) is a sector in information technology that covers electronic imaging, work flows, forms automation, document/records management, and internet/intranet content. The need to manage electronic content for economic, efficiency, and legal purposes is essential as departments continue to automate their internal/external processes and move away from paper-centric systems. Through the countywide ECM strategy development process that this office undertook last year, it was evident that the diverse needs of the departments preclude the County from standardizing on a single product. At the same time, the disparate repository of content without a consistent set of retrieval methodologies creates significant obstacles for departments that have shared processes to do the same with their data. Recognizing the benefit of standardizing on a set of ECM technologies, this office will ask for departmental participation in the formation of a countywide task team to create the necessary consensual requirements, issue the competitive solicitation, leading to the possible award(s) of products and services agreements.

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Should you have any questions, please contact me at (213) 974-2008 or in my absence, Frank Cheng, Associate CIO, at (213) 893-0027.

JWF:FC:ygd

c: Department Heads
 IT Deputies
 IT Managers

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